



### TASK ORDER REQUEST (TOR)

### Amendment 2 47QFCA19R0010

# **United States Army Open-Source Intelligence Capabilities (AOC)**

in support of:

## **United States Army Intelligence and Security Command**



#### Issued to:

all contractors under the General Services Administration (GSA) One Acquisition Solution for Integrated Services (OASIS) Multiple Award (MA) Indefinite Delivery/Indefinite Quantity (IDIQ) – Pool 1 Contract

Conducted under Federal Acquisition Regulation (FAR) 16.505

#### **Issued by:**

The Federal Systems Integration and Management Center (FEDSIM) 1800 F Street, NW (QF0B) Washington, D.C. 20405

May 3, 2019

**FEDSIM Project Number 2019-35055** 

Task Order Request 47QFCA19R0010

### L.1 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the FEDSIM CO will make the full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation of offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

https://www.acquisition.gov/far

FAR	TITLE	DATE
52.215-1	Instructions to Offerors-Competitive Acquisition	JAN 2004
52.217-5	Evaluation of Options	JUL 1990
52.232-38	Submission of Electronic Funds Transfer Information with Offer	JUL 2013

#### L.1.1 SOLICITATION PROVISIONS PROVIDED IN FULL TEXT:

FAR 52.215-20 Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data – Alternate IV (OCT 2010)

- (a) Submission of certified cost or pricing data is not required.
- (b) Provide data described below:

All data required to be submitted as part of the offeror's proposal is described in Sections **L.5**, **L.6**, and **L.7** of this solicitation. The offeror must use the formats for submission of data prescribed in these sections. By submitting a proposal, the offeror grants the FEDSIM CO or an authorized representative the right to examine records that formed the basis for the pricing proposal. That examination can take place at any time before award. It may include those books, records, documents, and other types of factual data (regardless of form or whether the data are specifically referenced or included in the proposal as the basis for pricing) that will permit an adequate evaluation of the proposed price.

#### L.2 GENERAL INSTRUCTIONS

- a. The offeror is expected to examine this entire solicitation document including the Master/Basic Contract. Failure to do so will be at the offeror's own risk.
- b. The Government may make award based on initial offers received, without discussion of such offers. Proposals shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments listed in Section J). The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.
- c. An offeror submitting restricted data shall mark it as follows in accordance with the FAR 52.215-1, Instructions to Offerors Competitive Acquisition, which is incorporated by reference. FAR Clause 52.215-1(e) states: "Restriction on disclosure and use of data. Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall –

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- (1) Mark the title page with the following legend:
  - This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with--the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]; and
- (2) Mark each sheet of data it wishes to restrict with the following legend:

  Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."
- d. The Government assumes no liability for disclosure or use of unmarked data and may use or disclose the data for any purpose. Unless restricted, information submitted in response to this request may become subject to disclosure to the public pursuant to the provisions of the FOIA (5 U.S.C. 552).
- e. This procurement is conducted under the procedures of FAR Subpart 16.5. The policies and procedures of FAR Subpart 15.3 do not apply.

#### L.3 GENERAL INFORMATION

The total estimated CPAF of CLIN X001 for Mandatory labor is between \$237,100,000 and \$249,600,000. The total CPAF of CLIN X002 for Optional Labor is estimated to be 25 percent of the CPAF Mandatory labor. These estimates do not include Long-Distance Travel (CLIN X003), Tools (CLIN X004), ODCs (CLIN X005), CAF (CLIN X006), and Accounting for Contractor Manpower Reporting (CLIN X007). Any proposal that is not within this range shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the proposal the offeror would like the Government to consider as the justification for the deviation from the range.

Proposals shall be valid for a period of not less than 180 calendar days from the date of delivery. **For proposal purposes only**, offerors shall use a Project Start date of August 01, 2019.

#### L.3.1 AVAILABILITY OF EQUIPMENT AND SOFTWARE

All commercial hardware and software proposed in response to this solicitation document shall have been formally announced for general release on or before the closing date of the solicitation. Failure to have equipment or software announced prior to submission of proposal may render the offeror's proposal NOT ACCEPTABLE.

All commercial and non-commercial hardware and software proposed in response to this solicitation document shall *not* have been formally announced as at its end of life or end of technical support by its publisher or licensor. Proposal of commercial or non-commercial hardware and software that is at its end of life may render the offeror's proposal NOT ACCEPTABLE.

#### L.3.2 CONTRACTOR SUPPORT DURING TECHNICAL EVALUATION

The Government expects to have contractor support during the evaluation from E3 Federal Solutions, LLC (E3). The prime offeror is encouraged to sign a Non-Disclosure Agreement (NDA) with E3 for its submission. NDAs submitted by a prime offeror will be considered as including any subcontractors in the offeror's proposal; subcontractors should not submit separate NDAs (i.e., there should be only one NDA per team).

An offeror that chooses to enter into an NDA with E3 shall coordinate with and submit its corporate NDA to the POC listed below, specifically referencing this solicitation's number and title in the NDA's scope. If an NDA is signed, the NDA shall be submitted with the proposal Part I submission. E3 is prohibited from proposing on any work related to INSCOM AOC. This instruction is not evaluated under Section M.

E3 Federal Solutions, LLCPOC: Thomas Eckl, Project Manager

Address: 8281 Greensboro Dr. #400, McLean, VA 22102

Telephone: 682-365-8409 Email: teckl@e3federal.com

#### L.4 SUBMISSION OF OFFERS

Each offer shall be provided to the Government in four separately bound Parts and shall contain the following:

- a. Part I Preliminary Written Cost/Price Proposal Information
- b. Part II Remainder of Written Cost/Price Proposal
- c. Part III Written Technical Proposal
- d. Part IV Oral Technical Proposal Presentation

The offeror shall submit each Part on the due dates indicated on the Cover Letter.

Unless otherwise specified, one page is one side of a U.S. Letter size (8.5" x 11") piece of paper. All electronic files shall be in MS Word, PowerPoint, PDF, or Excel formats. Any documents provided in Section J, List of Attachments, shall be submitted using the same file format (e.g., Project Staffing Plan shall be submitted in Excel file format using the Excel template provided); this includes the same font size and margins as the document provided. Printed pages (with the exception of Excel and PowerPoint) must maintain one inch margins. Excel files must maintain margins of no less than 0.7 inches, and PowerPoint files must maintain margins of no less than 0.5 inches. Printed pages must maintain 12 point Times New Roman font and be single spaced. with the exception of charts/graphics/tables. Charts/Graphics/Tables must maintain a minimum of ten point Times New Roman font, including in the Part IV slides. Charts/Graphics/Tables embedded in the proposal will count toward page limitations. Headers and footers may be of a font larger than 12 point, but shall not be smaller than ten point font. Ledger size (11" x 17") paper may be used in the Project Staffing Plan when providing charts/graphics/tables. A single side of an 11" x 17" piece of paper will be counted as two pages where page limitations apply. Items such as a Title Page, Table of Contents, Cover Letter, List of Figures, and Acronym Lists are excluded from the page counts below, unless they are inclusive of a document (e.g., a Table of Contents within the Draft Transition-In Plan), in which case it would count toward the stated

page limitations. PDF files will be allowed for executed documents such as Letters of Commitment.

Any pages submitted beyond the page limitations will be removed and not evaluated.

#### L.5 SUBMISSION OF THE WRITTEN COST/PRICE PROPOSAL (PARTS I and II)

Audits may be performed by DCAA on the offeror and all subcontracts. Cost/Price Proposals shall meet the DCAA audit submittal requirements. The offeror shall fully support all proposed costs/prices. An offeror's proposal is presumed to represent the offeror's best efforts in response to the solicitation. Any inconsistency, whether real or apparent, between promised performance and cost/price, shall be explained in the proposal.

The offeror shall provide adequate information, which will allow the Government to perform a Cost Realism analysis. Pursuant to FAR 15.404-1(d)(1), Cost Realism analysis is defined as:

"...the process of independently reviewing and evaluating specific elements of each offeror's proposed cost estimate to determine whether the estimated proposed cost elements are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with the unique methods of performance and materials described in the offeror's technical proposal."

As indicated in Section L.1.1 under FAR Clause 52.215-20, a description of the data required to be submitted with the offeror's proposal in order to facilitate the Cost Realism analysis is provided below in Section L.5.2.3.

Written Cost/Price Proposals shall be submitted as one original printed version, one paper copy, and one electronic copy (unsecure CD). No thumb drives will be accepted. The offeror shall submit all proposed costs/prices using MS Excel software utilizing the formats without cells locked and including all formulas. The offeror shall include adequate information, which will allow the Government to perform the required Cost Realism analysis.

The offeror shall not include any cost/price data in Parts III and IV of the proposal.

### L.5.1 PRELIMINARY WRITTEN COST/PRICE PROPOSAL INFORMATION (PART I)

Part I contains the Preliminary Written Cost/Price Proposal information. This volume shall contain the following:

- a. Cover Letter (Tab A)
- b. OCI Statement and NDA (Tab B)
- c. Contract Registration (Tab C)
- d. Current Forward Pricing Rate Agreements or Recommendations (Tab D)
- e. Management Systems (Adequate Cost Accounting, Approved Purchasing Systems, and any other systems as applicable to this requirement) (Tab E)
- f. Cost Accounting Standards (CAS) Disclosure Statement (D/S) (Tab F)

#### L.5.1.1 COVER LETTER (TAB A)

The offeror shall submit a cover page that includes the authorized negotiator (i.e., SF33 signee) contact information, DUNS, Commercial and Government Entity (CAGE) Code, and OASIS Pool 1 unrestricted contract number.

#### L.5.1.2 OCI STATEMENT (TAB B)

The offeror and each subcontractor, consultant, and teaming partner involved in proposal development shall complete and sign an OCI Statement. All information pertaining to OCI is outlined in Section H.9.

If an offeror enters into an NDA with E3, the offeror may include the signed agreement in Tab A.

#### L.5.1.3 CONTRACT REGISTRATION (TAB C)

The offeror shall submit a statement that the contract vehicle under which this proposal is being submitted has been registered in ASSIST and that all information in ASSIST is up-to-date. ASSIST can be accessed by visiting the following webpage:

https://portal.fas.gsa.gov/assist-web/registration/contractor/search

### L.5.1.4 CURRENT FORWARD PRICING RATE AGREEMENTS OR RECOMMENDATIONS (TAB D)

The offeror shall submit all forward pricing rate agreements or recommendations including that of the prime contractor, any cost-type subcontractors, and/or proposed Joint Venture.

Cost-type subcontractors may submit proprietary data directly to the FEDSIM Contract Specialist (CS) or through the prime contractor in a separate, sealed envelope. Either way, the information is due at the same time and date deadline as the prime offeror submission. Forward Pricing Rate Recommendations (or submissions) may be submitted if a Forward Pricing Rate Agreement has not been reached.

If the offeror proposes any cost-type subcontracts with businesses that do not have forward pricing rate agreements or recommendations, the offeror shall provide in its submission or via sealed envelope the following information for each applicable small business cost-type subcontractor:

- a. Historical information for each indirect cost rate pool and the applicable base for the past five years and projections for the next five years. The projections shall include the assumptions applied.
- b. A cost narrative that describes the corporate approach to cost accounting, how indirect costs are applied to direct costs, and a description of its accounting system's ability to segregate costs appropriately

### L.5.1.5 MANAGEMENT SYSTEMS (ADEQUATE COST ACCOUNTING AND APPROVED PURCHASING SYSTEM) (TAB E)

a. The offeror shall describe all applicable management systems (i.e., accounting, estimating, purchasing).

- b. The offeror shall specifically include the date of the last DCAA/DCMA (or other designated responsible Government agency, if small business) cost accounting system and purchasing system audits, a copy of the results of the audits, audit report number, and date determined adequate. This shall include verification in a form acceptable to the Government of the currently determined adequate systems (e.g., copy of most recent Government purchasing system approval and Government Cost Accounting System adequacy letter).
- c. The offeror shall include the name, office, and phone number of its cognizant DCAA/Government audit agency and DCMA/Government Administrative Contracting Officers (ACO) who are responsible for any cost accounting and purchasing system reviews of the contractor.

### L.5.1.6 COST ACCOUNTING STANDARDS (CAS) DISCLOSURE STATEMENT (D/S) (TAB F)

The offeror shall include a copy of the CAS D/S. Also, the offer shall state the adequacy of D/S, date audited, audit report number, date determined adequate by ACO, and include any non-compliances with CAS.

#### L.5.2 REMAINDER OF WRITTEN COST/PRICE PROPOSAL (PART II)

Part II is the Remainder of Written Cost/Price Proposal and shall contain the following:

- a. Solicitation, Offer and Award (SF33) (Tab G)
- b. Section B Supplies or Services and Prices/Costs (Tab H). Do not include cost/price for six-month extension period authorized by FAR clause 52.217-8.
- c. Cost/Price Supporting Documentation (Tab I)
- d. Subcontractor Supporting Documentation (Tab J)
- e. Cost/Price Assumptions (Tab K)
- f. Pass/Fail Elements (Tab L)

#### L.5.2.1 SOLICITATION, OFFER AND AWARD (SF 33) (TAB G)

When completed and signed by the offeror, Standard Form (SF) 33, "Solicitation, Offer and Award," constitutes the offeror's acceptance of the terms and conditions of the proposed TO. Therefore, the form must be executed by representatives of the offeror authorized to commit the offeror to contractual obligations. The offeror shall sign the SF 33 in Block 17.

The authorized negotiator or the signatory of the SF 33 will be notified of the date and time of the Oral Technical Proposal Presentation. The offeror shall provide the name of the individual, the position title, telephone number, fax number, and email address of that individual.

#### L.5.2.2 SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS (TAB H)

The offeror shall indicate the cost/price to be charged for each item in **Section B** rounded to the nearest whole dollar. The offeror shall insert not-to-exceed indirect/material handling ceiling rates in accordance with Section B.5.1.

As a supplement to the summary information provided in Section B, the offeror shall provide full back-up documentation for the Labor CLINs for each period of performance and each task area Task Order Request 47QFCA19R0010 PAGE L-6

using the provided Cost/Price Excel Workbook (Section J, Attachment O). The offeror shall complete all worksheets in the Cost/Price Excel Workbook in accordance with the instructions provided in the Cost/Price Excel Workbook. The offeror shall not lock any cells and the offeror shall ensure all calculation formulas are included in order to effectively show the cost build up in the Cost/Price Excel Workbook. The back-up documentation shall include a summary total for each element of cost (e.g., direct labor, OH, G&A, Facilities Capital Cost of Money (FCCM), fee, etc.).

#### L.5.2.3 COST/PRICE SUPPORTING DOCUMENTATION (TAB I)

The cost/price supporting documentation is required to enable the Government to perform cost or price analysis. The offeror shall provide the following cost/price supporting documentation:

#### a. Cost Narrative:

- 1. The offeror shall provide a detailed cost narrative, which explains the processes and methodologies used to develop its cost/price proposal. This includes, but is not limited to, the estimating methodology used by the offeror to estimate direct labor and subcontractor labor, explanation of the application of indirect rates, planning assumptions used in the development of the cost estimate, etc.
- 2. The offeror shall also include a crosswalk of its labor categories, basis of cost element, weightings, and explanations to those in the solicitation. The offeror shall specifically indicate in its narrative any applicable Uncompensated Overtime Policy and how such policy affects the hourly direct labor rates and Full-Time Equivalent (FTE) hours being proposed during any TO year.

#### b. Indirect Rate Information:

- 1. The offeror shall break out all proposed indirect rates (OH, Fringe, G&A, etc.) by CLIN, by each applicable TO period, and by task area.
- 2. The offeror shall clearly identify the cost base from which each proposed indirect rate is being applied.
- 3. Historical indirect rates (unburdened) shall be provided (OH, Fringe, G&A, etc.) for the last five years inclusive of appropriate explanations for any major increases and decreases in the rates between years.

#### c. Direct Labor Rate Information:

- 1. The offeror shall provide the base direct labor rate (unburdened) for all proposed labor categories (Key and non-Key) and all projected rates (factoring in escalation) for all option periods. The Key Personnel labor rates shall be supported by evidence of actual rates currently being paid and/or the basis for specific rates being proposed.
- 2. The offeror shall identify all direct labor escalation factors and basis for any escalation index being utilized for all option periods.

#### d. Fee Review:

1. The offeror shall break out all proposed fees and clearly delineate the cost base in which the fee percentages are applied.

#### L.5.2.4 SUBCONTRACTOR SUPPORTING DOCUMENTATION (TAB J)

The offeror shall also provide supporting cost/price documentation for all proposed subcontractors utilizing the same Cost/Price Excel Workbook format as the prime (Section J, Attachment O, tabs "Base Period" through "Fourth Option Period" only), to include the total value of the proposed subcontract, the proposed type of subcontract, the rationale and/or justification for this type of subcontract type, and how fee will be determined and paid. Additionally, the offeror shall provide a narrative detailing the processes used to evaluate the subcontracts it is proposing, including cost and/or price analysis conducted as appropriate for each subcontract. In addition to the supporting cost back-up documentation, DCAA contact information and relevant cost/pricing data shall be provided for all cost type subcontractors. Failure to provide complete supporting documentation may result in no further consideration of the offeror's proposal. Subcontractors may submit proprietary data directly to the FEDSIM CO or through the prime contractor in a separate, sealed envelope. The prime contractor shall specifically state whether the estimated costs of any proposed subcontractor will be in excess of \$10M over the life of the TO for Government accomplished Equal Employment Opportunity (EEO) verification purposes.

The prime offeror is responsible for ensuring that all cost type subcontractors include the same type of cost detail in the same format as required in Section L.5.2.3. All non-cost subcontractors shall provide the following information:

- a. Firm-Fixed-Price (FFP): A basis of estimate for the FFP amount is required which includes the Level of Effort (LOE) and fully burdened labor rates associated with the FFP amount.
- b. Time and Materials (T&M)/Labor Hour: The labor rate, the LOE, and supporting documentation to substantiate the proposed labor rates are required for the T&M amount. Supporting documentation could include OASIS Pricing, GSA schedule price lists, or other applicable information (all matched to the appropriate proposed Labor Categories). If the proposed subcontractor does not possess one of these established vehicles, the subcontractor shall provide payroll/invoices and/or commercial catalog pricing for labor rate verification.

All proposed OASIS labor categories shall be mapped to the appropriate labor category in the supporting documentation, and a description of the labor categories should be provided.

#### L.5.2.5 COST/PRICE ASSUMPTIONS (TAB K)

The offeror must submit all (if any) assumptions upon which the Cost/Price Proposal is based.

#### L.5.2.6 PASS/FAIL ELEMENTS (TAB L)

A failure on any single Pass/Fail criteria will make the proposal ineligible for award, with no further evaluation of the Technical and Cost/Price proposal accomplished by the Government. The offeror shall provide:

a. <u>Named Key Personnel</u>: Each proposed Key Person shall be named at the time of proposal Part II submission. The offeror shall provide a list of Key Personnel, including position title and name (Section H.3), Key Personnel, and additional Key Personnel positions, if any). This list shall be consistent with the information provided in the Section J,

Attachment P, Project Staffing Plan Template and Section J, Attachment Q, Key Personnel Qualification Matrix (KPQM) in the Written Technical Proposal. A proposal that states, "To Be Determined" (TBD) for a proposed Key Person, or omits a Key Person, will be rejected by the Government.

- b. <u>Letters of Commitment</u>: The offeror shall provide a Letter of Commitment (Section J, Attachment U) for each proposed Key Person, at the proposal Part II submission due date. To meet this Pass/Fail criterion, the letter shall be signed by the proposed Key Person and shall state that (1) the proposed Key Person named is employed by the offeror or subcontractor, or has an offer of employment from the offeror or subcontractor that the Key Person intends to accept in the event of an award being made to the offeror; and (2) the proposed Key Person is available and committed to begin work on the Project Start Date designated in Section L.3.
- c. <u>Awardee of the Master Contract</u>: The offeror shall represent that it is an awardee of the master contract.
- d. <u>Commercial Supplier Agreement</u>: The offeror shall include a statement indicating its compliance with the Commercial Supplier Agreement in accordance with Section H.15 for all OSINT Critical Tool Capabilities identified in Section J, Attachment X.

#### L.6 SUBMISSION OF THE WRITTEN TECHNICAL PROPOSAL (PART III)

Each offeror shall submit all information described in the following paragraphs. The offeror shall provide one original printed version, five paper copies, and one electronic copy, containing all required sections of this Part. No thumb drives will be accepted. The Project Staffing Plan (Section J, Attachment P) shall only be provided as one original printed version and one electronic copy; additional hard copies shall not be provided.

Part III is the Written Technical Proposal and shall contain the following (page limitations, if applicable, are indicated in the parentheses following each item):

- a. Project Staffing Plan
- b. Project Staffing Rationale (limited to ten pages)
- c. Key Personnel Qualification Matrix (KPQM) (limited to three pages for each Key Person)
- d. Draft Transition-In Plan (limited to ten pages)
- e. Service Level Agreements and Performance Metrics
- f. Technical Assumptions (if any)
- g. Corporate Experience (limited to nine pages)
- h. Oral Technical Proposal Presentation Slides (separately bound) If the slides are not submitted by the proposal due date specified in the Cover Letter, they will not be evaluated.

#### L.6.1 PROJECT STAFFING PLAN

The offeror shall provide a Project Staffing Plan in accordance with the Project Staffing Plan Template contained in Section J, Attachment P. The submission shall contain all proposed individuals that will be working on this effort. All Key Personnel proposed shall be identified in

the Project Staffing Plan and available to begin work immediately on the Project Start Date indicated in Section L.3 of this solicitation.

All non-Key Personnel shall meet the requirements of the OASIS Contract. If the names of all non-Key Personnel are not known prior to offer submission, the offeror may indicate To Be Determined (TBD) in the Project Staffing Plan. The names of non-Key Personnel are the only identifiers that may remain unspecified in the Project Staffing Plan. The offeror shall supply all requested information for all proposed personnel regardless of whether a name or TBD is provided. The names of all non-Key Personnel that can be provided shall be provided. Information in the Project Staffing Plan provides a basis for the Government to determine the efficacy of the Project Staffing Plan in relation to the offeror's Technical Approach. If TBD is indicated for any non-Key Personnel, the offeror shall supply the offeror's proposed experience/certifications that would be needed to perform the proposed Technical Approach in that role. All qualification sections of the proposed Project Staffing Plan shall be completed uniquely for each person or TBD role provided.

The offeror shall include all proposed personnel in each performance period of the Project Staffing Plan, regardless of whether there are hours proposed for that person in that period to maintain consistency between each period of performance.

The offeror shall ensure there is consistency in the level of effort between the Project Staffing Plan provided in Part III and the Written Cost/Price Proposal provided in Parts I and II, being cognizant of rounding issues. <u>Tasks 1 through7 shall be included in the Project Staffing Plan.</u>

#### L.6.1.1 PROJECT STAFFING RATIONALE

The offeror shall provide a Project Staffing Rationale for the proposed project staffing solution presented in the Project Staffing Plan. The offeror shall describe its rationale for the proposed labor mix and level of effort to support each TOR Task 1-7. If the offeror includes partial FTE as part of its solution, the staffing plan should explicitly state how the labor mix is allocated among tasks. The offeror shall also describe what factors drove its proposed labor mix and how its proposed staffing solution will accomplish the Government's objectives and requirements.

If the offeror chooses to deviate from the labor category years of experience and education qualifications in the OASIS contract Section J.1, Attachment (1) OASIS Labor Categories, the offeror shall clearly explain the rationale behind the deviations within this section of the proposal. Deviations are only applicable to non-Key Personnel; Key Personnel deviations are prohibited.

If the offeror chooses to create specialized professional services labor categories (reference Section B.3.1 of the OASIS contract), the offeror shall provide the rationale within this section of the proposal.

#### L.6.2 KEY PERSONNEL QUALIFICATION MATRIX (KPQM)

The offeror shall submit a KPQM (Section J, Attachment Q) for each Key Person proposed relating the specialized experience identified in Section H.3 of this solicitation and the qualifications of the person or persons being proposed for that position. The Government does not intend to dictate the composition of the ideal team to perform this TO. The Government will evaluate up to **three additional Key Personnel**. For those additional Key Personnel proposed,

the offeror shall identify the specialized experience and the corresponding qualifications for this experience. The offeror shall represent the following:

- a. All Key Personnel meet the requirements of the OASIS Contract.
- b. All Key Personnel meet the requirements of the TO, including security clearance requirements. The offeror shall provide a confirmation statement that all proposed Key Personnel possess the security clearance level required in Section H.6.2 and Section J, Attachment I (DD 254) of the TOR. The offeror shall also indicate the required security clearance level in the Project Staffing Plan referenced in Section L.6.1 and Section J, Attachment P of the TOR.

All Key Personnel requirements apply at the time of proposal submission, unless otherwise noted.

#### L.6.3 DRAFT TRANSITION-IN PLAN

The offeror shall provide a Draft Transition-In Plan that aligns with the requirements in **Section C.5.1.10**. The offeror shall include in the Draft Transition-In Plan an approach that provides for a seamless transition from the incumbent to the new contractor (hereafter referred to as the offeror).

The Draft Transition-In Plan shall identify the roles and responsibilities of the offeror including proposed schedule(s) and milestones to ensure no disruption of service. The Draft Transition-In Plan shall also identify and discuss the roles and responsibilities of the incumbent contractor and information expected from the incumbent. The offeror shall also identify any actions the offeror assumes to be the responsibility of the Government.

#### L.6.4 SLAs AND PERFORMANCE METRICS

The offeror shall provide SLAs (**Section J, Attachment Z**) as appropriate to measure contractor performance in areas identified in the AFDP (**Section J, Attachment D**). Additionally, the offeror shall provide performance metrics for each of the proposed SLAs. The offeror may propose additional performance measurement areas or SLAs as deemed beneficial for performance.

#### L.6.5 TECHNICAL ASSUMPTIONS

The offeror shall identify and address any assumptions affecting the technical proposal citing the component(s) of the proposal to which they pertain. All technical assumptions and Basis of Estimate assumptions shall be included in the technical volume. This shall include any non-Cost/Price information that serves as the basis of a Cost/Price assumption identified in the offeror's Written Cost/Price Proposal.

The Government reserves the right to reject any proposal that includes any assumption that adversely impacts the Government's requirements.

#### L.6.6 CORPORATE EXPERIENCE

The offeror shall provide Corporate Experience for three projects performed within the last five years by the business unit that will perform this effort. Two of the Corporate Experience references shall be the offeror's direct experience as the prime contractor; the remaining

reference may be from the prime or team members. Collectively, the projects must be similar in size scope, and complexity to the requirements identified in Section C. The Corporate Experience information must be submitted in the format provided in Section J, Attachment R. The offeror shall ensure that all of the POCs are aware that they may be contacted.

All three projects shall be contracts or orders for the performance of actual technical requirements. Master contract vehicles (e.g., Blanket Purchase Agreements (BPAs), Indefinite Delivery/Indefinite Quantity (IDIQ) contracts) do not satisfy the Corporate Experience requirement unless submitted together with a TO similar in size, scope, and complexity to this requirement and awarded and performed under the vehicle.

#### L.6.7 ORAL TECHNICAL PROPOSAL PRESENTATION SLIDES

The offeror shall submit one original printed version, five paper copies, and one electronic copy of the Oral Technical Proposal Presentation slides in advance of the Oral Technical Proposal Presentation. **The Oral Technical Proposal Presentation slides shall be separately bound from all other parts of the written proposal.** If the slides are not submitted by the proposal due date specified in the Cover Letter, they will not be evaluated. The Oral Technical Proposal Presentation (Part IV) requirements are described in Section L.7.

Unobtrusive company logos or names can be inserted in any or all slides. Slides should be sequentially numbered in the lower right corner. Transition effects shall not be used. Each slide shall reference in the top right corner, the Section/subsection number from Section C and the Section F deliverable that is being described/discussed on the slide, where applicable.

#### L.7 ORAL TECHNICAL PROPOSAL PRESENTATION (PART IV)

Offerors that have not heard otherwise shall provide an Oral Technical Proposal Presentation to the FEDSIM CO, Contract Specialist (CS), the Technical Evaluation Board (TEB) Members, and other representatives of the Government. The Oral Technical Proposal Presentation will be held at the unclassified level.

The Oral Technical Proposal Presentation will be used to assess the offeror's capability to satisfy the requirements set forth in the TOR. The offeror's Oral Technical Proposal Presentation shall contain the information described in Section L.8.

Oral Technical Proposal Presentation slides presented that differ from slides delivered with the Written Technical Proposal Part III will not be evaluated.

While there will be an oral Q&A session (Section L.7.5.) following the Oral Technical Proposal Presentation, the offeror shall present its initially submitted proposal in a manner that is clear and complete.

#### L.7.1 ORAL TECHNICAL PROPOSAL PRESENTATION SCHEDULING

The FEDSIM CO and/or FEDSIM CS will provide the Oral Technical Proposal Presentation schedule to the authorized negotiator or the signatory of the SF 33. Each offeror's Oral Technical Proposal Presentation will be preliminarily scheduled by the FEDSIM CO and/or FEDSIM CS after receipt of Part I and will be confirmed after Part II is received and the FEDSIM CO determines that the offeror passed all of the Pass/Fail requirements.

Oral Technical Proposal Presentations will be given at facilities designated by the FEDSIM CO. The exact location, seating capacity, and any other relevant information will be provided when the presentations are scheduled. Time slots will be assigned randomly and may not be changed or traded. The Government reserves the right to reschedule any offeror's Oral Technical Proposal Presentation at its sole discretion.

### L.7.2 ORAL TECHNICAL PROPOSAL PRESENTATION PARTICIPATION AND CONSTRAINTS

The offeror shall identify all authors of the Oral Technical Proposal Presentation by name and association both in the Oral Presentation Slides and at the start of the presentation. Attendance at the presentation and the subsequent oral Q&A session shall be limited to the offeror's Key Personnel (all Key Personnel are highly encouraged to attend) and no more than three additional corporate representatives of the offeror. An offeror's Key Personnel includes only those persons who will be assigned to the TO as Key Personnel as described in Section H.3 and including additional proposed Key Personnel. The three additional corporate representatives (e.g., CEOs, company presidents, or contract representatives) from the offeror may attend, but will not be allowed to participate in the oral presentation. Any of the three additional corporate representatives may make a brief introduction which will not be evaluated, but will count toward the offeror's allotted time. For the remainder of the Oral Technical Proposal Presentation, only Key Personnel shall present.

The offeror will be given 15 minutes for set up. After opening remarks by the Government, the offeror will be given up to 90 minutes to present. There is no limit to the number of slides that can be presented during the Oral Technical Proposal Presentation, but only those slides actually discussed and presented during the oral presentation will be considered for evaluation. Reading the slide title or other similar commentary is not considered presenting the slide. The presentation will be stopped precisely after 90 minutes.

#### L.7.3 ORAL TECHNICAL PROPOSAL PRESENTATION MEDIA

Presentation media is limited to computer-based graphics of the offeror's choice or normal viewgraph slides displayed using an appropriate projector. No other media may be used.

Except for the projection screen provided in the conference room, the Government will provide <u>no</u> equipment. The offeror shall be responsible for any equipment necessary for the presentation. The offeror is permitted to have a timer, computer, and projector in the room during the oral presentation. The FEDSIM CO may ask for cell phones and tablet computers to be placed in an area within the room other than the immediate presentation area and turned off during the presentation and oral Q&A session.

## L.7.4 PROHIBITION OF ELECTRONIC RECORDING OF THE ORAL TECHNICAL PROPOSAL PRESENTATION AND ORAL Q&A SESSION

The offeror may **not** record or transmit any of the Oral Technical Proposal Presentation process to include the oral Q&A session. All of the offeror's electronic recording devices shall be removed from the room during the oral presentation, caucusing, and Q&A session.

#### L.7.5 TECHNICAL PROPOSAL ORAL Q&A SESSION

The purpose of the oral Q&A session is to allow the Government to ask questions, as deemed necessary, that will serve to clarify to the Government, for evaluation purposes, the offeror's methodologies and approaches as proposed. It is the Government's intent to ask clarifying questions only to the extent deemed minimally necessary for the evaluators to sufficiently understand what is being proposed. The offeror shall be prepared to answer questions about the Oral Technical Proposal Presentation and the Written Technical Proposal in the oral Q&A session. The oral Q&A session will be held at the unclassified level.

#### L.7.6 TECHNICAL PROPOSAL ORAL Q&A SESSION FORMAT

Upon completion of the Oral Technical Proposal Presentation, the Government may caucus to formulate any clarification questions regarding the Written Technical Proposal and Oral Technical Proposal Presentation. Clarification questions, if any, may be posed by the FEDSIM CO or the TEB Chairperson. Although no stated time limit for the duration of the oral Q&A session will be imposed, for planning purposes, the clarification session is expected to last approximately one hour.

The offeror shall bring bound printed copies of its Technical Proposal Parts III and IV to refer to throughout its oral Q&A session. The offeror shall not present any information to the Government other than answering the clarification questions posed. **Proposal revisions are not expected and will not be allowed.** The offeror may briefly caucus to coordinate responses to specific requests for clarification; these brief caucuses may not last longer than five minutes before presenting the coordinated response.

The entire session will be documented by the Government. Upon completion of the Q&A session, the Government may caucus to formulate any additional clarification questions regarding the technical proposal.

The total oral presentation, caucus, and clarification session are expected to last not more than three to four hours. The FEDSIM CO and the TEB Chairperson will be responsible for ensuring the schedule is met and that all offerors are given the same opportunity to present and answer clarification questions.

#### L.8 ORAL TECHNICAL PROPOSAL PRESENTATION TOPICS

Within the Oral Technical Proposal Presentation, the Government does not expect the offeror to provide a restatement of the information already submitted in writing in Part III. Instead, the offeror shall address this information under the topics provided. The Oral Technical Proposal Presentation shall include the following topics and be organized in the following order:

- a. Topic 1: Technical and Management Approach
- b. Topic 2: Project Scenario

#### L.8.1 TECHNICAL AND MANAGEMENT APPROACH (TOPIC 1)

The offeror shall identify and describe the methodology and analytical techniques to be used in fulfilling the technical requirements identified in the TOR. The offeror should tailor the technical approach to achieve the requirements as identified in Sections C, F, G, H, and J. The offeror's

proposal shall be relevant to this TOR and reflect an effective understanding of TOR requirements. The Technical and Management Approach shall describe the following:

- a. Meeting the goals, objectives, conditions, and task requirements identified in Sections C (Task 1-7), F, G, H, and J of the TOR. The methodology shall clearly identify the technical approach and how it will address the goals, objectives, conditions, and task requirements.
- b. The offeror's approach/ability to react to the client's requirements and the dynamics of a rapidly changing world and mission environment through innovation, dedicated resources, quick responses, and flexibility in response to emerging projects.
- c. The offeror's approach to identifying new open source techniques and tools to the OSINT toolkit and its methodology for transitioning new OSINT tools into the toolkit to include transitioning current capabilities with new capabilities.
- d. The offeror's approach for providing program management support, process management and control, project status and cost (to include planned versus actual expenditures) reporting, and program metrics.
- e. The offeror's management methodology for handling lines of authority and communication, organizational structure, and problem resolution. Discuss how contractor personnel will be held accountable for performance.
- f. The offeror's approach/ability to react to the client's requirements and the dynamics of an evolving Army OSINT vision through dedicated resources, quick responses, and flexibility when determining solutions.

These elements are not subfactors and will not be individually rated, but will be evaluated as a whole to arrive at the factor-level rating.

#### L.8.2 PROJECT SCENARIO (TOPIC 2)

During the oral presentation, the offeror shall present its solution to the new Project Scenario provided in Section J, Attachment Y. Instructions to the scenario are enclosed in the attachment. The Project scenario is the offeror's application of technical and management approaches and project staffing to a potential real-world project scenario for AOC and is not a restatement of the information submitted in writing for Section L.6.

#### L.9 SUBMISSION OF QUESTIONS

Offerors are requested to submit questions grouped by solicitation Section and make reference to the particular Section/Subsection number. Questions must be received before the date specified on the Cover Letter for receipt of questions using the format in Section J, Attachment T.

Questions or requests for extension submitted after the cut-off date will not be considered.

Any information given to a prospective offeror concerning this solicitation will be furnished promptly to other prospective offerors as an amendment to the solicitation.

#### L.10 DELIVERY INSTRUCTIONS

The offeror shall deliver written proposals to and receive acceptance from the address and individual identified in the Cover Letter. Proposals not received by 11:00 a.m. Eastern Time (ET) on the date(s) stated in the Cover Letter will not be considered.



#### M.1 METHOD OF AWARD

The Government anticipates awarding a TO to the offeror whose proposal is the most advantageous to the Government, price and other factors considered. Technical proposals will be evaluated based on the factors described in Section M.7. A cost and price evaluation will only be done for offerors with a technical proposal receiving an overall technical rating of ACCEPTABLE or higher. All evaluation factors other than cost or price, when combined, are significantly more important than cost. Award may be made to other than the lowest priced technically acceptable proposal.

This acquisition is being conducted under FAR 16.5. Principles and procedures of Subpart 15.3 do not apply. Accordingly, the Government reserves the right to do any or all of the following:

- a. Award on initial proposals, without discussion.
- b. Ask clarifying questions during the question and answer period of the presentations if needed. Clarification questions may include asking the offeror to clarify statements made during oral presentations, if the contents of the oral presentations warrant clarification. Clarification questions may include asking the offeror to clarify its written technical proposals. As a result, the Government may have communications with some, but not all, offerors; however, these communications will be clarifications and not discussions. In these situations, the Government will consider the offeror's clarifying response(s) without allowing proposal revisions.
- c. After an offeror has been selected for award based upon a best value determination, the Government may negotiate a final reduced price. The negotiations will include reductions in profit/fee with the offeror selected for award in order to achieve the absolute best value for the Government. The Government may make award based on initial offers received or the Government may make award after clarifications of some aspects of the proposal or discussions relative to price only.
- d. Have communications, ask clarifying questions, request corrections relative to minor errors in the cost/price proposal, or request cost/price substantiating documentation to facilitate the Government's final evaluation of cost proposals with one or some offerors. These communications, clarifications, or requests for corrections or substantiating documentation will not materially change the offeror's proposal in terms of conformance to TOR requirements, constitute discussions, or materially change pricing.
- e. FEDSIM does not incorporate proposals into any resultant award.

Proposals shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.

#### M.2 PASS/FAIL ELEMENTS

The Government will evaluate the following pass/fail elements. A failure on any single Pass/Fail criteria will make the proposal ineligible for award, with no further evaluation of the technical and cost proposal conducted by the Government.

#### Pass/Fail Elements:

The following will be evaluated on a Pass/Fail basis:

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- a. The Government will reject any proposal that does not provide a name for each Key Person proposed at the proposal submission due date. A proposal that states, "To Be Determined" or TBD for a proposed Key Person, or omits a Key Person, will be rejected by the Government (Section L.5.2.6 (a)).
- b. The Government will reject any proposal that does not provide a Letter of Commitment, signed by each proposed Key Person at the proposal submission due date (Section L.5.2.6 (b)).
- c. The Government will reject any proposal where the offeror is not an awardee of the master contract (Section L.5.2.6 (c)).
- d. The Government will reject any proposal where the offeror does not include a statement indicating its compliance with the Commercial Supplier Agreement for all OSINT Critical Tool Capabilities identified in Section J, Attachment X (Section L.5.2.6 (d)).

#### M.3 COST/PRICE PROPOSAL EVALUATION

The offeror's cost/price proposal (Section L.5, Parts I and II, Tabs A through L) will be evaluated to assess for cost realism and price reasonableness. Cost analysis will be performed on all prime contractors and major subcontractors with contract values over ten percent of the total contract value. The six-month extension period, authorized by FAR clause 52.217-8, will not be included in the total evaluated cost; however, it will be evaluated to ensure that the option is available for the unilateral exercise of the Government should an extension become necessary. The offeror shall not propose a price for the six-month extension. The CAF is not included in the price evaluation.

Costs that are excessively high or low (without sufficient justification) may be considered unrealistic and unreasonable and may receive no further consideration. Any proposal that is not within the total estimated CPAF cited in Section B and in Section L.3 shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the proposal the offeror would like the Government to consider as the justification for the deviation from the range.

The Government will reject any proposal from the prime contractor that does not have a Government-approved purchasing system at the time of the proposal Part I submission due date. If the Prime is a Joint Venture, the possession of an approved purchasing system by one of the individual members of the Joint Venture team is acceptable, provided that the firm possessing the approved purchasing system is actually being proposed, at a minimum, to provide such purchasing services under this acquisition. The Government will determine a prime contractor as non-responsible (and therefore ineligible for award) if the firm does not possess an adequate cost accounting system as determined by the cognizant Federal agency, applicable to the offeror's most current organizational structure, for properly allocating costs applicable to this cost-type contract at the time of the proposal Part I submission due date.

#### M.4 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

Tab B will be evaluated to assess whether or not an actual or potential OCI exists as defined by FAR Part 9.5. If an actual or potential OCI is identified that cannot be feasibly mitigated, avoided, or resolved in accordance with FAR Part 9.5, that offeror may be ineligible for award.

#### M.5 COST ASSUMPTIONS

The Government reserves the right to reject any proposal that includes any cost assumptions that may adversely impact satisfying the Government's requirements. The Government does not intend to incorporate proposals into any resultant award; any assumptions to that effect will be rejected.

#### M.6 OVERTIME AND EXTENDED BILLING HOUR PRACTICES

The Government reserves the right to reject any proposal that includes overtime or extended hours billing practices that adversely impact or affect the Government's requirements.

#### M.7 TECHNICAL EVALUATION FACTORS

The Government will evaluate technical proposals (Section L.6 and L.8, Parts III and IV) based on the following factors:

- Factor 1: Technical and Management Approach including the written Draft Transition-In Plan (**Section L.6.3.**), the written SLAs and Performance Metrics (**Section L.6.4**), as well as the information presented under the Technical and Management Approach topic (**Section L.8.1**) as part of the offeror's oral presentation.
- Factor 2: Key Personnel and Project Staffing Approach as shown in the written Key Personnel Qualification Matrices (**Section H.3** and **L.6.2**), written Project Staffing Plan (**Section L.6.1**), and written Project Staffing Plan Rationale (**Section L.6.1.1**)
- Factor 3: Project Scenario as presented under the Project Scenario topic (**L.8.2**) as part of the offeror's oral presentation
- Factor 4: Corporate Experience (**Section L.6.6**)

The technical proposal evaluation factors are listed in descending order of importance. All four technical factors combined are significantly more important than cost. The Government will combine the results of the written and oral submissions, including the Q&A responses, to arrive at a rating for the technical evaluation factors as a whole. The receipt of an evaluation rating of NOT ACCEPTABLE in any single factor will result in the overall proposal being determined NOT ACCEPTABLE and therefore ineligible for award.

**METHODOLOGY**. For this acquisition the term "methodology" is defined as the system of practices, techniques, procedures, and rules as required by this TO. This definition is based on the PMI Project Management Body of Knowledge (PMBOK). For the avoidance of doubt, the Government is seeking a coherent discussion of how the offeror proposes to meet its requirements, rather than a mere restatement of the requirements or a mere listing of what it proposes to do. The latter will not be deemed to constitute a methodology.

#### M.7.1 FACTOR 1: TECHNICAL AND MANAGEMENT APPROACH

The Government will evaluate the Technical and Management Approach factor based on the clarity, feasibility, efficiency, effectiveness, and comprehensiveness of the approach and the degree to which the proposal meets the requirements of the TOR, from a technical perspective, for each of the topic elements identified in **Section L.8.1.** The Government will evaluate the practical level of understanding of the operating environment in accomplishing the tasks and deliverables of this TO from a technical and management perspective with minimal risk and

innovative and cost-effective ideas. The Government will also evaluate the project management strategy including indicators showing how the project will be implemented and the offeror's ability to manage resources and provide quality services.

The SLAs and performance metrics are expected to be clear and relevant to each requirement in the PWS, link incentives and measures to the requirements of the TO, and adhere to the format laid out in **Section J**, **Attachment Z**. The SLAs and performance metrics will be evaluated based on the degree in which they are comprehensive, detailed, and relevant. The SLAs and performance metrics will also be evaluated to assess the degree to which they comply with **Section L.6.4**.

The Draft Transition-In Plan will be evaluated to assess the degree to which it is comprehensive, detailed, efficient, and effective and identifies and discusses how the offeror's approach will achieve a low risk transition, and the degree to which the proposed Draft Transition-In Plan meets the requirements of TOR **Section L.6.3**.

#### M.7.2 KEY PERSONNEL AND PROJECT STAFFING APPROACH

The Project Staffing Plan and Project Staffing Rationale will be evaluated to assess the degree to which they comply with the requirements outlined in **Sections L.6.1 and L.6.1.1**, including the estimated hours and labor mix for Key Personnel and the experience, skills, and qualifications of the non-Key Personnel proposed. The KPQM (**Section L.6.2**), Project Staffing Plan (Section L.6.1), and Project Staffing Rationale (Section L.6.1.1) will be evaluated to assess the relevancy, appropriateness, and completeness of the experience, skills, and qualifications of the proposed Key Personnel identified in **Section H.3** and non-Key Personnel. Key Personnel will also be evaluated to assess the currency and applicability of their experience as it relates to **Section H.3**.

#### M.7.3 PROJECT SCENARIO

The Project Scenario will be evaluated on the effectiveness, feasibleness, and efficiency in the offeror's technical and management approach to addressing the scenario requirements of **Section L.8.2**. The Project Scenario will be evaluated to assess the degree to which it demonstrates a clear, comprehensive, and detailed understanding of how to apply technical resources from all appropriate task areas in addressing the requirements of the scenario described in **Section L.8.2**.

#### M.7.4 FACTOR 4: CORPORATE EXPERIENCE

The Corporate Experience factor will be evaluated based on an overall (i.e., taken as a whole) consideration of the following (these elements are not subfactors and will not be individually rated, but will be evaluated as a whole to arrive at the factor-level rating):

- a. Corporate experience reflects/identifies experience on projects that are similar in size, scope, and complexity to the requirements of the TOR.
- b. Corporate Experiences reflects the prime offeror's direct experience serving as a prime contractor.

Two of the three corporate experiences shall be the offeror's direct experience as a prime contractor. The Government will evaluate Corporate Experience provided from both the prime contractor and any subcontractors equally.

#### M.8 TECHNICAL ASSUMPTIONS

Offeror assumptions will be reviewed in the context of the technical factor to which they apply. The Government reserves the right to reject any proposal that includes any assumption that may adversely impact satisfying the Government's requirements.